

City of Fort Worth, Texas

Job Description

Classification Title	Food & Beverage Attendant		
Job Code:	CL5070	Job Family:	Clerical
Pay Grade	500	Date Created:	06/25/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a range of duties relative to the daily operations of the Golf Snack Bar. Assists with monthly inventories and provides customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Participates in the preparation, selling and serving of food and beverages.
2. Assists with the check in and inventory of merchandise.
3. Assists with the planning and preparation of special food catering events and assists in supervision of food and beverage set ups for events.
4. Ensures cleanliness of food preparation and dining areas.
5. Follows and ensures proper cash controls are being maintained in accordance with City cash handling policies and procedures.
6. Balances cash receipts and prepares revenue reports.
7. Performs other duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Operation, services and activities of a food and beverage operation.
 - Methods and techniques of food preparation and sanitation procedures.
 - Food preparation equipment.
 - Basic math skills (addition, subtraction, multiplication, and division).
 - Cash register operations or point of sale systems.
 - Pertinent Federal, State and local laws, codes and regulations.

- Skill in:
 - Makes sound decisions.
 - Operates Food preparation equipment.
 - Provides excellent customer service.
 - Prioritizes work activities.
- Ability to:
 - Understand and follow written and oral instructions.
 - Communicate clearly and concisely with customers and supervisor.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Compute the amount due to customers and make monetary change.
 - Operate a cash register or point of sale.
 - Balance and reconcile cash receipts.
 - Assist in conducting accurate inventory of supplies.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma/GED and no experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.